**Appendix V.  Helpful MTCS Reports for PHA Monitoring**

PHAs and FOs can use Transmission, Proforma (standard), and Ad Hoc (custom) reports accessible via the Internet to conduct more in-depth, on-line monitoring.

A.  **Monthly HA Delinquency report**.  PHAs, Field Offices, and TARCs can access monthly reporting statistics on the HA Delinquency report to monitor their performance under Notice PIH 2000-13. This report tracks the number of Forms HUD believes PHAs should submit (occupied units), the number of current Forms MTCS has from the PHA (Forms on hand), the reporting rate, and the number of Forms sent in the past month, the past three months, and the past six months.  MTCS only stores Forms transmitted by SprintMail or the Internet and that do not contain fatal errors.  (Starting in the latter half of 2000 or early 2001, HUD will no longer accept Form HUD-50058 data via SprintMail.)

PHAs and Field Offices can access the HA Delinquency report when they:

- Go to the MTCS log-in screen
- Enter the user ID and password
- Select "HA Delinquency" report from the Main Menu screen

HUD Headquarters and TARCs can access the HA Delinquency report when they:

- Select "MTCS Reports" from the Main Menu screen

- Select a single program from the Program Selection

- Select "Field Office" Level of Information

- Select the Field Office

- Click the "Report Menu" button

- Select the "HA Delinquency" report from the Report Menu screen

- Locate the PHA from the list in the report.  If the PHA's name does not appear on the first page, click "Next Housing Agency" button at the bottom of the screen to view the next list of PHAs in the report.

B.  **Transmission reports**.  PHAs, Field Offices, and TARCs can monitor individual submissions on the Submissions Status and Error reports available on MTCS.

C.  **Key Management Indicators report.** The report provides a summary of management-related statistics – including late reexaminations.

**D. Ad Hoc reports.** PHAs, Field Offices, and TARCs can generate custom reports – which display individual family data only – to supplement the summary reports. Not all Form HUD-50058 data fields are available in ad hoc reporting. The monthly MTCS News Flash and the MTCS Web Reports Guide on the MTCS Web site provide sample query routines and technical guidance for ad hoc reporting.

List of current tenants submitted to MTCS within a PHA
At a recent meeting between HUD and housing agencies, PHA officials asked HUD for help in quickly identifying the tenants currently in MTCS. Such tenant records may reflect tenants in the PHA's public housing or Section 8 program – or may reflect tenants who are no longer in the PHA's programs. PHAs should update their records in MTCS by submitting End of Participation and Portability Move-Out records when appropriate.

The following commands will create an Ad Hoc report to help PHAs identify tenants presently in MTCS:

- Select "Ad Hoc Selection" from the Main Menu screen
- Click "Go"
- Select "All" from the Program Selection in the Ad Hoc Selection Menu
- Select "Housing Agency" from the Level of Information
- Select "Within a Field Office"
- Select the Field office and the Housing Agency from the drop down lists
- Click "Next"
- Select "All" from the Type of Action Selection
- Leave the "Effective Date of Action" fields blank
- Click "Go To Field Selection"
- Select "Program"
- Select "Project Number"
- Select "Type of Action"
- Select "Effective Date of Action"
- Select "Head of Household Last Name & Sr, Jr, etc."
- Select "Head of Household First Name"
- Select "Head of Household Social Security Number"
- Click "Run Query"

There is a standard download option under the Ad Hoc reporting feature that produces a similar report.